

# School Emergency Drills Documentation Form

**Type of Drill** At least 1 of these drills must be held during lunch or recess period, or when large number of students is NOT in the classroom

- ☒ Fire Drill (5 required)  
3 drills before Dec 1  
2 drills during remaining part of the school year  
Reasonable space between each drill
- ☐ Tornado Drill (2 required)  
1 drill must be during March
- ☐ Lock Down/Shelter in Place Drill (3 required) 1  
drill before Dec 1  
At least 1 drill after Jan 1  
Reasonable space between each drill

## Time of Drill

- ☒ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: Divine Providence Academy

Date of Drill: 9-30-20 Time drill was held: am (pm/am)

Exact time required to evacuate/shelter/secure: 1:13

Total Participants: 45

Remarks: 2 teachers forgot to close doors & lights, Smith - no walkie

This report is for fire emergency drill # 1 for school year 20/21.

Name of person conducting drill: Ashley Dietrich

Title of person conducting drill: administrative assistant

Signature of person conducting drill: Ashley Dietrich

Drill Was Coordinated With:

- ☐ Emergency Management Coordinator  
Name & Title \_\_\_\_\_

**AND**

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

**OR**

- ☐ Fire (fire chief or designee)  
Name & Title \_\_\_\_\_